

**Bill Richardson**  
GOVERNOR

**Kelly O'Donnell, Ph.D.**  
SUPERINTENDENT

**Julie Ann Meade**  
DEPUTY  
SUPERINTENDENT

**Benito J. Martinez Jr.**  
DIRECTOR

**New Mexico Regulation and Licensing Department**  
**MANUFACTURED HOUSING DIVISION**

2550 Cerrillos Road ▪ Santa Fe, NM 87505 ▪ (505) 476-4770 ▪ Fax (505) 476-4702  
5200 Oakland Ave. NE ▪ Albuquerque, NM 87113 ▪ (505) 222-9870 ▪ Fax (505) 856-2045  
505 S. Main St., Suite 150 ▪ Las Cruces, NM 88004 ▪ (505) 524-6320 ▪ Fax (505) 524-6319  
[www.rld.state.nm.us/mhd](http://www.rld.state.nm.us/mhd)

April 15, 2009

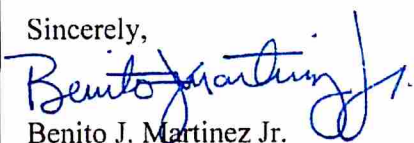
Dear City of Santa Fe Property Owner,

Please be advised that in addition to any permit required by the City of Santa Fe, you are required to obtain a permit with the Manufactured Housing Division. Attached you will find an application to assist you in this process. You may also find specific information that may be useful to you on the division website at: [www.rld.state.nm.us/mhd](http://www.rld.state.nm.us/mhd)

Manufactured housing permit inspections include: permanent and non-permanent foundations, set up installations and conversions.

If you may have any questions related to this process, please feel free to call the Santa Fe office at 505-476-4770.

Sincerely,



Benito J. Martinez Jr.  
Director, Manufactured Housing Division  
Regulation and Licensing Department  
505-490-2969 Cell Phone

Alcohol and Gaming Division  
(505) 476-4875

Boards and Commissions Division  
(505) 476-4600

Construction Industries Division  
(505) 476-4700

Financial Institutions Division  
(505) 476-4885

Manufactured Housing Division  
(505) 476-4770

Securities Division  
(505) 476-4580

Administrative Services Division  
(505) 476-4800



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**Request For Manufactured Housing Permit**

Company Name:

License No.:

Phone No.:

Fax No.:

Payment Type: ☐ Check ☐ Cash ☐ Prepaid Account #

Please refer to KIVA Citizen for On-Line Permitting and Permit Inspection status @ [www.rld.state.nm.us/mhd](http://www.rld.state.nm.us/mhd)

**ALL FIELDS MUST BE COMPLETED OR REQUEST WILL BE DENIED**

Owner:

Telephone No.:

Physical Address:

City:

County:

Zip Code:

Manufacturer:

Serial No.:

HUD Label No.:

Sold By:

Dealer License No.:

Size:  x

New ☐ Used ☐

Directions to Location (Please be specific):

**TYPE OF PERMIT (Please check one)**

SET-UP FEE: \$65 ☐

RE-INSPECTION: FEE \$65 ☐

SET-UP & FOUNDATION : FEE \$65 ☐

MAJOR REPAIRS: FEE \$65 ☐

PERMIT MUST INCLUDE THE LICENSE NUMBER OF EACH LICENSEE PERFORMING INSTALLATION WORK;

BLOCKING #  SEWER #  WATER #  ELECTRICAL #  GAS#

CONVERSION / MINOR REPAIRS: FEE \$15 ☐

TYPE OF WORK YOU ARE PERFORMING:

PERMANENT FOUNDATION: FEE \$65 ☐

LICENSEE INSTALLING FOUNDATION: LICENSE #

HOMEOWNER INSTALLING FOUNDATION: REQUIRES A DIVISION ACKNOWLEDGMENT DOCUMENT

**ALTERNATIVE SYSTEM : (PLEASE CHECK ONE)**

MAGNUM ☐ MATTGUARD ☐ OLIVER ☐ SAC ☐ SURE SAFE ☐ VECTOR ☐ XI ☐

Prior Plan approval on all Permanent Foundations requires a New Mexico Licensed Engineer or Manufacturer Design as required by Manufactured Housing Rules and Regulations 14.12.2.57.